

**STATE OF ARIZONA
DEPARTMENT OF JUVENILE CORRECTIONS
1624 W. Adams, Phoenix, AZ 85007
NOTICE OF REQUEST FOR QUOTATION**



RFQ# J07040 DUE DATE April 19, 2007 TIME: 3:00 pm PST

The terms and conditions on Page 2 of this form should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, **FOB destination, inside delivery, to include delivery charges.** Delivery schedule and discount for early payment shall be indicated in the spaces provided below. **Return the quotation by the above time and date via fax to (602) 542-4992** and mail the signed original to **Arizona Department of Juvenile Corrections, Attn: Linda Conway, RFQ#J07040, 1624 W. Adams, Phoenix, AZ 85007.**

DELIVERY LOCATION: Southwest Regional Juvenile Corrections Complex
Eagle Point School
26701 South State Route 85
Buckeye, AZ 85326

Description of Material, Service or Construction

The Arizona Department of Juvenile Corrections (Department) is soliciting Quotations for the following:

Contractor shall provide all labor, materials, including coordination of water, equipment and incidentals as shown, specified and required to perform turf installation work per the attached Scope of Work and drawings. The extent of the work is shown on the attached drawings and in schedules.

Contractor shall identify total bid price on the line provided below.

TOTAL BID PRICE: _____

% ARIZONA SALES TAX, STATE, COUNTY, AND CITY _____

All questions regarding this Request for Quotation are to be directed to Linda Conway at 602-542-6677.

Delivery shall be made within: _____ Payment Terms: _____

By submitting a quote, in response to this Solicitation, and in accordance with Executive Order 2004-29, I certify that this company is a small business as identified on Page 2, #14.

Signature _____ Printed Name _____ Title _____

Tax License #/Federal Employee Identification # _____ Company Website _____ Contact Website _____

Company Name _____ Address _____

City _____ State _____ Zip _____ Phone _____ Fax _____

Additionally, please identify if you are a: ☐ Women-Owned ☐ Minority Owned business (51% of the organization is controlled by a recognized Woman or minority group). If minority owned business, identify minority: _____

Your offer is hereby accepted and awarded this _____ day of _____, 2007.

Procurement Administrator _____ Contract Number _____

INSTRUCTIONS TO OFFERORS AND TERMS AND CONDITIONS

RFQ #J07040

1. **SUBMISSION.** **Page 1 of this Request for Quotation** shall be **completed and signed** and returned to the Department's Procurement Office no later than the time indicated.
2. **OPENING.** This is an informal quotation which will not be read at a public opening; however, the information may be publicly reviewed after an award.
3. **STANDARD PROVISIONS.** The State of Arizona's Uniform Terms and Conditions, where applicable, are a part of this document as if fully set forth herein. Copies of these documents are available for review on the Enterprise Procurement Service Office web site www.azeps.az.gov.
4. **TAXES.** The State of Arizona is exempt from Federal Excise Tax, including Federal Transportation Tax. Sales Tax, if any, shall be indicated in the noted section on the quotation. Identify the tax percent on the line provided. If applicable taxes are not described and itemized on the quote, the State will assume that the price(s) offered includes all applicable taxes.
5. **OFFER REJECTION.** The State reserves the right to reject any, or all, bids, combinations of items, or lot, and to waive defects or informalities.
6. **OFFER ACCEPTANCE PERIOD.** An Offeror submitting a quote in response to this solicitation shall hold its Offer open for 60 days from the due date stated in this solicitation.
7. **BRAND NAMES.** Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid which proposes like quality, design or performance will be considered. If the description of your offer differs in any way, you must give a complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request for Quotation.
8. **ERASURES.** Erasures, interlineations or other modifications must be initialed by the individual signing the Request for Quotation.
9. **UNIT PRICE.** Where applicable, in case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price shall govern.
10. **PAYMENT.** The State will make every effort to process payment for the purchase of goods or services within 30 calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any bid that requires payment in less than 30 calendar days shall not be considered.
11. **PAYMENT DISCOUNT.** Payment discount periods will be computed from the date of receipt of materials or services or correct invoice, whichever is later, to the date State's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of 30 calendar days or more will be deducted from the bid price in determining the low bid. However, the State shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.
12. **ARIZONA PROCUREMENT CODE.** The Arizona Procurement Code (A.R.S. Title 41, chapter 23) and its Rules and Regulations (A.A.C. Title 2, Chapter 7), are made a part of this document as if fully set forth herein. Note A.R.S. Title 41, Chapter 23 and A.A.C. Title 2, Chapter 7 are available for review on the Arizona Enterprise Procurement Service Office web site provided above in Item 3.
13. **AMERICANS WITH DISABILITIES ACT.** People with disabilities may request special accommodations such as interpreters, alternative formats, or assistance with physical accessibility; requests for special accommodations must be made with 72 hours prior notice. A person requiring special accommodations may contact the Solicitation Contact Person identified on the first page of this Solicitation.
14. **SMALL BUSINESS SET ASIDE.** In accordance with A.R.S § 41-2535 this purchase is restricted to small businesses. As defined by A.A.C. R2-7-101(46), a small business is for-profit or not-for-profit organization, including its affiliates, with fewer than 100 full-time employees or gross annual receipts of less than \$4 million for the last complete fiscal year. By submitting a quote in response to this Solicitation, an Offeror certifies that it is a small business as defined above.
15. **FEDERAL IMMIGRATION LAWS, COMPLIANCE BY STATE CONTRACTORS.** By signing the Offer, the Offeror warrants that it and all proposed subcontractors are in compliance with Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Offeror shall obtain statements from all proposed subcontractors certifying compliance with this requirement and shall furnish the statements to the Procurement Officer upon request.

INSTRUCTIONS TO OFFERORS AND TERMS AND CONDITIONS

RFQ #J07040

16. **OFFSHORE PERFORMANCE OF WORK PROHIBITED.** Due to security and identity protection concerns, all services under this Contract shall be performed within the borders of the United States. Any services that are described in the specifications or score of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State, shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the Offer.
17. **SOLICITATION AMENDMENTS:** The Department is unable to determine what Offerors will be bidding on this solicitation; therefore, prior to Offerors submitting their quote, the Offeror should call the Contract Officer to determine if there are any amendments to this solicitation.
18. **CONTRABAND.** As defined by A.R.S. § 13-2501, "contraband" means any dangerous drug, narcotic drug, intoxicating liquor of any kind, deadly weapon, dangerous instrument, explosive or any other article whose use or possession would endanger the safety, security, or preservation of order in a correctional institution or any person therein. (Any other article includes any substance which could cause abnormal behavior, i.e. marijuana, non-prescription medication, etc.) Any person who takes into or out of, or attempts to take into or out of, a correctional facility or the grounds belonging to or adjacent to a correctional facility, any item not specifically authorized by the correctional facility shall be prosecuted under the provisions of the A.R.S. § 13-2514, et. seq. All persons, including employees and visitors, entering upon these confines are subject to routine searches of their person, vehicles, property or packages.
19. **TOBACCO FREE FACILITY**
- 19.1 The Department is dedicated to providing a health and productive work environment for our employees and youth. Due to the hazards of smoking and exposure to second hand smoke and state law prohibiting tobacco use at safe school sites (secure facilities), the Department shall protect our employees and youth from the dangers of smoking in compliance to ARS § 36-601.01, 02.
- 19.2 All Department Contractors, sub-contractors and vendors shall not have tobacco products inside Department secure facilities. All Department Contractors, sub-contractors and vendors shall not use tobacco products on or about Department secure facility properties which include the parking lots. Tobacco products include:
- 19.2.1 Cigarettes;
- 19.2.2 Cigars;
- 19.2.3 Smokeless tobacco;
- 19.2.4 Chewing tobacco;
- 19.2.5 Snuff.
20. **WORK SITE SECURITY.** Prior to departure from any work site, all equipment, tools, and work site SHALL be secured and inspected by a security supervisor. A detailed list of all equipment and tools will assist expedite the clearance process when entering or departing the work site. Noncompliance with this requirement may result in the loss of the privilege to enter the facility.
21. **SECURITY BRIEFINGS.** Prior to commencing work, all Contractor personnel providing services on grounds at secure care schools shall be required to attend a security/safety briefing provided by the Department.
22. **BACKGROUND CHECK.** Prior to the start of any construction work, the Contractor shall be required to complete a Department Criminal History Information Request form, and Fingerprint Information Sheet, for any/all personnel (including sub-contractors), prior to them coming onto the property. The Department will provide the appropriate forms to the awarded contractor. The Department or using agency reserves the right to exclude any Contractor's employees who fail to submit this required information or if, as a result of the Department's background check, a finding of undesirable criminal or employment history is found regarding any of the Contractor's employees.
23. **CONTRACT EXTENSION.** The Contract shall not bind, nor purport to bind, the Department to any contractual commitment in excess of the original contract period. At the sole option of the Department, and by unilateral written contract amendment, this Contract may be extended at 12 month periods, or portions thereof, until the procurement limit is reached, not to exceed four years.
24. **INDEMNIFICATION.** The Contractor agrees to indemnify, defend, save and hold harmless the State of Arizona, and their respective directors, officers, officials, agents and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, costs, losses, or expenses, including reasonable attorney's fees, (hereinafter collectively referred to as "Claims") arising out of actual or alleged bodily injury or personal injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of Contractor's directors, officers, agents, employees, volunteers or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is

INSTRUCTIONS TO OFFERORS AND TERMS AND CONDITIONS

RFQ #J07040

the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all Claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. This indemnity shall not apply if the Contractor or subcontractor(s) is/are an agency, board, commission or university of the State of Arizona.

SCOPE OF WORK

RFQ #J07040

PART 1 – GENERAL

1.1 SUMMARY

- A. Section Includes: Complete Turf Installation Work as shown on the Drawings and as specified herein.
- B. Contractor shall provide all labor, materials, including the coordination of watering with the Owner, equipment and incidental as shown, specified and required to perform turf installation work. The extent of the work is shown on the drawings and in schedules. The types of work required may include the following:
 - 1. Turf areas.
 - 2. Fertilizers
 - 3. Coordination of proper watering procedures.
- C. The Contractor shall coordinate pre-approval of turf installation material and delivery with the Owner and applicable nurseries/seed manufacturer's/sod farms as required.
- D. Stock which is not satisfactory in the opinion of the Owner shall be immediately replaced with acceptable stock.
- E. The planting of all turf shall be performed during favorable weather conditions, during the season which is normal for such work, as determined by acceptable local practice.

1.2 REFERENCE

- A. Uniform Standard Specifications for Public Works Construction, Maricopa Association of Governments (MAG).

1.3 SUBMITTALS

- A. Product Data:
 - A.1 Prior to the installation of any weed control materials, submit to the Owner a list of the Weed Control Materials and quantities per acre intended for use in controlling the weed types prevalent and expected on the site. Furnish data to demonstrate the compatibility of the weed control materials and methods with the intended planting and seeding varieties, including weed control labels.
 - A.2 Submit list of all hydroseeding materials and methods.
- B. Submit a proposed Work Schedule to Owner at least forty-eight (48) hours prior to start of work. After approval, no modification shall be made to this schedule without written authorization by Owner.

1.4 QUALITY ASSURANCE

- A. The Applicator of weed control materials shall be licensed by the State of Arizona as a pest control operator and a pest control advisor in addition to holding any sub-contractor licenses that are require.
- B. Schedule a Pre-Construction conference with Owner at least seven (7) days before beginning Work under this Section. Purpose of this conference is to review questions the Contractor may have regarding the Work Administrative Procedures during Construction and Project Work Schedule.

PART 2 - PRODUCES

2.1 MATERIALS

- A. GENERAL
 - A.1 Turf seed shall be as specified on landscape plans and of a purity and germination rate acceptable to the Owner. Seed to be "Blue Tag" certified.
 - A.2 Certificates shall accompany shipments as proof of inspection and quality as may be required by Federal, State or other authorities. Each shipment shall be declared free of disease and insects of any kind.
 - A.3 Weed Control Chemicals: Non-selective contact herbicide(s) and/or non-selective systemic herbicide(s) compatible with seed mixture(s) and vegetatively planted materials are that are permitted.

SCOPE OF WORK

RFQ #J07040

- A.3.a Use pre-emergent herbicide(s) compatible with seed mixture(s) and vegetatively planted materials in quantities and strengths recommended by the manufacturer.
- A.3.b No material or method shall affect the seed germination and turf establishment. Materials and methods must conform to Federal , State and Local Regulations.
- B. SEED
- B.1 Seed Classification: State-certified seed of the latest season's crop shall be provided in original sealed packages bearing the producer's guaranteed analysis for mixture percentage, purity, germination, weed seed content, and inert material. Labels shall be in conformance with all applicable USDA rules and regulations and all applicable state seed laws.
- B.2 Weed Seed: Weed seed shall not exceed one percent (1%) by weight of the total mixture. Wet, moldy, or otherwise damaged seed will be rejected.
- C. MATERIALS
- C.1 Fertilizer: Commercial grade, free flowing, uniform in composition. Fertilizer shall be Ammonium Phosphate with a guaranteed analysis of 16/20/0.
- C.2 Wood Fiber Mulch(hydro-seed): Wood fiber mulch shall be from thermo-mechanically processed wood to contain no growth germination inhibiting factors. The mulch shall be 70 percent virgin wood and be manufactured and processed so the fibers will remain in uniform suspension in water under agitation to form a homogeneous slurry. When hydraulically sprayed on the ground, the material will form a blotter-like cover impregnated uniformly with seed. The cover will allow the absorption of moisture and allow rainfall to percolate to the underlying area.
The Wood fiber shall have the following properties:
- | | |
|-----------------------------|--------------------|
| Virgin Wood Cellulose Fiber | 70% min |
| Recycled Cellulose Fiber | 30% max |
| Ash content | 0.8% +/- 0.3% |
| PH | 4.5 +/- 1.0 |
| Water Holding Capacity | 10:1 (water:fiber) |
- C.3 Tackifier (hydro-seed): The tackifier shall be a naturally occurring organic compound and be non-toxic. It shall be a product typically used for binding soil and mulch in erosion control and seeding operations. It shall consist of mucilage by dry weight as active ingredient obtained from plantago or guar. The tackifier shall be labeled indicating the type and mucilage purity.
- C.4 Composted Mulch: Mulch shall consist of a ground or processed wood product derived from redwood, ground or shredded fir, redwood or ponderosa bark. It shall have a nitrogen content of 1 a pH not exceeding 7.5 and organic matter not less than 85%. Its gradation shall be such that at least 85% passes the ¼" screen. In addition, it shall be treated with a non-toxic agent so as to be hygroscopic.

2.2 SPRINKLER HEADS

- A. Heads shall be raised to the proper heights as detailed prior to planting.
- B. Refer to Landscape Irrigation System Drawing, for additional information.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas to receive lawns and grass for compliance with requirements and other conditions affecting performance. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Protection: Protect structures, utilities, sidewalks, pavements, sprinkler heads, and other facilities, trees, shrubs, and plantings from damage caused by planting operations.
- B. Protect adjacent and adjoining areas from hydro-seeding overspray.

3.3 LAWN SEEDING

- A. The preparation of subsoil and lawn areas shall be done just prior to the actual seeding which shall be done at a time favorable to

SCOPE OF WORK

RFQ #J07040

the growth of the grass and only at a time approved by the Owner. Lawn type shall be as indicated on Drawings.

- B. Seed shall be sown evenly at a rate of three (3) pounds per each 1000 square feet for common Bermuda (Cynodon Dactylon).
- C. Do not seed areas in excess of that which can be mulched on the same day.
- D. All seeds shall be fresh and clean "new crop" seed with a minimum percentage of purity and germination between 88% to 95%. Seeds shall be delivered in original packages which bear a guaranteed analysis.
- E. Do not sow immediately following rain, when ground is too dry, or when winds are over 15 mph.
- F. Immediately following seeding, apply composted mulch to a thickness of 1/8".
- G. Coordinate with Owner to ensure the proper application of water. Apply water with a fine spray immediately after area has been mulched.

3.4 HYDROSEEDING

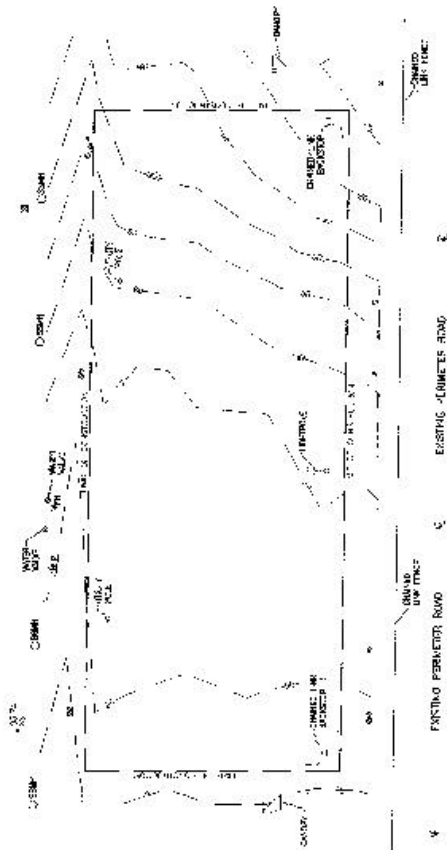
- A. Hydro-seeding; Mix specified seed, fertilizer, and fiber mulch in water using equipment specifically designed for hydroseed application. Continue mixing until uniformly blended into homogeneous slurry suitable for hydraulic application.
- B. Hydro-seeding: The following materials shall be combined to form a seed mulch mixture for application:
 - 1. 200 pounds of fertilizer (16-20-0) per acre.
 - 2. 1500 pounds of wood fiber mulch per acre.
 - 3. Seed as specified.
 - 4. 40 pounds of tackifier per acre.
 - 5. Sufficient water to form a homogeneous mixture capable of being applied by commercial hydro-seeding equipment.
- C. The homogeneous mixture shall be applied to the seeding areas by means of hydraulic-type equipment, which shall provide continuous mixing and agitation action to the mixture of water, fertilizer, seed, and fiber. The mixture shall be applied through a pressure spray distribution system providing a continuous, non-fluctuating discharge and delivery of the mixture in the prescribed quantities on the specified areas.
- D. Repair tire ruts resulting from hydro-seeding equipment. Area of repair shall be blended and floated to match surrounding areas and reseeded.

IMPROVEMENT PLANS

FOR

EAGLE POINT SCHOOL ATHLETIC FIELD

26701 SOUTH STATE ROUTE 85
BUCKEYE, MARICOPA COUNTY, ARIZONA



BENCHMARK

CONTROL POINT LOCATED AT "X" ON CONCRETE
A. ASSUMED ELEVATION OF 100.00, LOCATION SHOWN
ON PLAN SHEET C1.1.

QUANTITIES

AREA	2.97 ACRES
NET AREA	2.97 ACRES
CUT	25 CUBIC YARDS
FILL	4,782 CUBIC YARDS
TOTAL	4,757 FILL

NOTE:

CONTRACTOR TO VERIFY BENCHMARK ELEVATION BY COMPARISON OF EXISTING ON-SITE TOPOGRAPHY TO TOPOGRAPHY PROVIDED ON THESE PLANS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY BENCHMARK OR TOPOGRAPHY DISCREPANCY.

